



# Department of CITY PLANNING

Office of Buildings – Arborist Division  
55 Trinity Avenue, Suite 3800  
Atlanta, Georgia 30303  
Tel: 404.330.6874  
Email: arborist.dpcd@atlantaga.gov

## APPLICATION FOR PERMIT TO REMOVE DEAD, DYING, OR HAZARDOUS TREES

All hardwood trees at least 6" in diameter and Pines at least 12" in diameter require a permit for removal.

*Date:			
*Street Address:		<input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> SE <input type="checkbox"/> SW	*Zip:

\*Required Information

**Note: To protect staff and the public during COVID19, field arborists are not conducting DDH site visits. Trees will be assessed using pictures submitted along with this application.**

**Note: To request an inspection for more than 6 trees, the following is required; site plan showing labeled trees, structures, etc., private arborist report, and electronic spreadsheet. Trees should be labeled the same on the site plan and electronic spreadsheet list for cross-referencing.**

Submit requests by:	Email	<a href="mailto:Arborist.dpcd@AtlantaGa.gov">Arborist.dpcd@AtlantaGa.gov</a>
	Fax	404-546-8758
	Online	<a href="https://aca3.accela.com/Atlanta_Ga/Default.aspx">https://aca3.accela.com/Atlanta_Ga/Default.aspx</a>

Property Owner Information:		
*Owner's Name:		
*Owner's Email:		*Phone:
* If applicant is a Tree Company:		
*Tree Company's Name:		
*Tree Company's Email:		*Phone:

Tree #1:		
*Species:	<input type="checkbox"/> Pine <input type="checkbox"/> Hardwood <input type="checkbox"/> Species, if known:	Diameter (in.):
*Tree will be marked:	<input type="checkbox"/> Paint <input type="checkbox"/> Ribbon <input type="checkbox"/> Tape <input type="checkbox"/> Other:	
*Pictures submitted:	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, submit pictures to schedule and assess trees using pictures.	
*Tree location as viewed from street. (e.g., front right, back left)		
Reason for removal:	<input type="checkbox"/> Dead <input type="checkbox"/> Dying <input type="checkbox"/> Other (please describe in detail):	

Tree #2:		
*Species:	<input type="checkbox"/> Pine <input type="checkbox"/> Hardwood <input type="checkbox"/> Species, if known:	Diameter (in.):
*Tree will be marked:	<input type="checkbox"/> Paint <input type="checkbox"/> Ribbon <input type="checkbox"/> Tape <input type="checkbox"/> Other:	
*Pictures submitted:	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, submit pictures to schedule and assess trees using pictures.	
*Tree location as viewed from street. (e.g., front right, back left)		
Reason for removal:	<input type="checkbox"/> Dead <input type="checkbox"/> Dying <input type="checkbox"/> Other (please describe in detail):	

Call 404-330-6874 for questions or if results are not received after (2) two weeks.

Permits are required for Road, Lane or Sidewalk closures. Contact DPW at (404) 330-6501 to obtain permit.

Inspection results will be emailed to email address provided. If no email is provided, inspection results are mailed via USPS.

Applications may be submitted only by the property owner or a tree company authorized by the property owner.

See Procedure for Requesting a DDH tree inspection on the reverse side.



Department of  
**CITY PLANNING**

Office of Buildings – Arborist Division  
55 Trinity Avenue, Suite 3800  
Atlanta, Georgia 30303  
Tel: 404.330.6874  
Email: [arborist.dpcd@atlantaga.gov](mailto:arborist.dpcd@atlantaga.gov)

**PROCEDURE FOR REQUESTING A DEAD, DYING, DISEASED, OR HAZARDOUS (DDH)  
TREE INSPECTION FOR A PERMIT TO REMOVE TREE(S)**

- To begin, submit a completed application, see page one, for tree removal to the Arborist Division by means of the following submittal options:
  - 1) Online through Accela Citizen Atlanta [https://aca-prod.accela.com/atlanta\\_ga/Default.aspx](https://aca-prod.accela.com/atlanta_ga/Default.aspx)
  - 2) Email to [arborist.dpcd@atlantaga.gov](mailto:arborist.dpcd@atlantaga.gov)
  - 3) Fax to (404) 546-8758
- Upon receiving a complete application, including pictures, for a tree removal permit, a record will be created in Accela and an inspection will be scheduled for the Arborist to complete the inspection of your tree(s) within five business days. During periods of heavy volume, turnaround time may be longer. Applications will be processed in the order in which they were received.
- A meeting with the property owner is not required.
- Upon completion of the inspection, the Arborist will approve, deny, or require additional information the removal of the tree(s) and will include comments about the tree's condition. The inspection report will be returned to you via email, if email is provided, or U.S. mail. Results will be included in the report for all trees requested for inspection. The report must be available on site for inspection during tree(s) removal.
- If tree(s) are denied for removal, you may file an appeal to the Tree Conservation Commission. Under certain circumstances, denied trees may be removed through a landscaping application. Please see the landscaping plan checklist for these requirements. To file an appeal, contact Kathy Evans at 404-330-6235 or [treeappeal@atlantaga.gov](mailto:treeappeal@atlantaga.gov)